

25X1A

NAME

OFFICE

ONLSD/SUB 0

ADMINISTRATION DIRECTORATE REVIEW: TRENDS AND HIGHLIGHTS

Evaluation

Course Objective

The objective of this course is to update DDA Carrerists' awareness and understanding of current activities, problems and trends in the Administration Directorate and its components.

1. Please indicate on the scale below the degree to which the course met its objective.

Slight						Highly Satisfactory
1	2	3	4	5	6	7
/	/	/	/	/	/	/

2. Given your present assignment, what segment of the course did you find most useful? Least useful?

Records Mgmt Programs affects all employees, a course concerning this and other areas focusing in on the same problem especially concerning FOIA's makes you more aware of your role, which may not be new but with 3. affect you more.

Please describe how the course benefited you.
The course brought you in touch with the overall picture, which you find not to see especially in a service oriented office.

4. What suggestions do you have for improving this course?

Reorganizing the schedule especially since we were unable to meet the Archives - Record etc. Unfortunately not every one is a good speaker & after long nights some tend to drift off to sleep. Also, it would be beneficial to have a more well rounded outlook on the agency and give you a more well rounded outlook on the

Least useful to me was the presentation
of ODP. Using ODP services daily I was
more interested in what was happening
rather than a background of the concept
you can read about in my book.